



**Hiddenbrooke Property Owners Association, Inc.**  
**Open Board Meeting Minutes**

Wednesday, May 20, 2020 – 7:30 PM

Meeting held via GoToMeeting.com Video Conference call

- I. **Open Session:** Call to Order 7:34 PM by Board President, Jagdip Singh
- II. **Attendance/Introductions**
  - A. **Present Board Members:** Jagdip Singh – President, Chris Brittle – Vice President, Mike A. Nisperos Jr – Secretary, Tim Moore and James Campagna – Members at Large
  - B. **Absent Board Members:** Allan Yeap, and Dustin Bertolucci – Treasurer
  - C. **OMNI Community Management:** Tonya Kalvass – Community Manager
  - D. **Committee Chairs and Guests:** Ed Medina – Welcome Center Chair, Birgit Rickert – HMD Chair and Marcelline Mahern – HARC Chair
- III. **Open Forum:** No member comments
- IV. **Open Meeting Minutes:** Director Moore motioned to approve the meeting Minutes for the Board of Directors Meetings on April 15, 2020 as presented. Director Campagna seconded the motion and the motion carried.
- V. **Committee Reports:**
  - A. **Hiddenbrooke Architectural Review Committee (HARC)** – Chairperson, Marcelline Mahern was present and gave a report. She explained that due to the pandemic HARC met via Zoom May 13, 2020. A report was sent for the Board to review. HARC approve landscape plans and solar applications. They had 9 members attend the online meeting. The next HARC meeting is scheduled for June 10, 2020.
  - B. **Welcome Center** – Chairperson, Ed Medina, was not present but emailed prior the meeting that there was nothing to report.
  - C. **Hiddenbrooke Maintenance District Advisory Committee (HMD)** – Chairperson, Birgit Rickert was present and reported that Landcare expects to resume progress on the plantings along the Parkway in 2021. She has discussed the issues regarding public works with Jason Lacey, but no guarantee can be given regarding landscaping. The golf course has committed to cutting the weeds soon and Landcare will be doing the weed abatement along city owned areas.
  - D. **City of Vallejo** – Roundabout status: Current projections to complete project n 2024.
- VI. **Old Business**
  - A. The Board discussed the director elections and possible candidates and electronic voting options. Depending on how many members return a candidate nomination form, the Board may be able to appoint Board members by acclamation as allowed in the Bylaws. The Bylaws reduced the number of directors from 7 to 5.
  - B. The Board agreed to allow OMNI to include an electronic notification form with the annual assessment statements to be sent in the first week of June.
- VII. **New Business:**

- A. HPOA Newsletter – The Board agreed that Chris Brittle and Birgit Rickert should wait until after the election to draft and distribute a newsletter.
- B. The Board reviewed the HPOA Standing Rules intended to inform future Boards of policies and protocols not in the CC&Rs and Bylaws. The current rules are old and out of date. An updated draft was presented and will be cleaned up and re-organized for approval at the next meeting.
- C. The Board reviewed the HPOA Enforcement procedures as drafted by Chris Brittle to assist the Board in management communication and enforcement of the CC&R restrictions.

**VIII. Financial Report:**

- A. The Board reviewed the financial statements for April 30, 2020 as presented by T. Kalvass – OMNI. Director Singh motioned to accept the financials as summarized below; Director Nisperos seconded the motion and the motion carried unanimously.
  - Operating accounts had a total balance of \$66,230.47
  - Accounts Receivable totals \$106,885.74
  - Total YTD net income is -\$5,186.48
- A. Comments on any large non-recurring expenditures or unusual bills. The Board reported there were no current large non-recurring expenditures.
- B. Summary of Accounts Receivable – There are 129 accounts that are over 90 days delinquent.

**IX. Report from Closed Session –**

- A. The Board approved the minutes from the previous Executive Session Meetings.
- B. The Board approved a proposal to be recommended the city of Vallejo for approval as prepared by Allied Universal. The item will be on the city council agenda for review at the May 26, 2020 meeting.
- C. Director Singh motioned to approve Allied Trustee Services to file 6 small claims cases after reviewing the collectability profiles for the owners of the properties with the highest balances; Director Brittle seconded the motion and the motion carried unanimously.

**A. Member Discipline: Hearings & Fines – Tonya Kalvass**

Meet & Confer hearings conducted	0
Fines assessed at previous meeting	0
Homes in collection – Pro Solutions	2
Homes with Small Claims Court Actions – Allied Trustee	6
Judgments received since last Board Meeting	0

- A. **CC&Rs Violation Summary**– As of 05/15/20 - OMNI  
Due to Covid 19 and the cancellation of the community site drive, no courtesy notices were sent, and no fines have been assessed since the last meeting.

**X. Upcoming Events and Future Agenda Items:**

Next Open Board Meeting is scheduled for Wednesday, June 17, 2020 at 7:30 PM Via GoToMeeting, online video and phone call.

- XI. **Adjournment:** The Board unanimously agreed to adjourn the meeting at 8:10 PM.

  
Ratified by HPOA Board Member Date